How to publish your dataset with 4TU.ResearchData

Data: https://data.4tu.nl

website: https://researchdata.4tu.nl

10 August, 2018

4TU. CENTRE FOR RESEARCH DATA

Deposit your dataset

- Go to: https://data.4tu.nl

- Choose 'Upload datasets' from the menu at the left hand side

- Make a choice for signing in

  For example using your institutional account ->

  Delft University of Technology

- Sign in with your username and password

Welcome to the certified data archive of 4TU.ResearchData

- For uploading your research data you are requested to log in. Next you will be forwarded to your personal page. Click 'Upload datasets' to start uploading your dataset.
- For making a reservation for a DOI, you also use this data upload form.
- In some cases you will be asked to log in for downloading data.

Every researcher can upload up to 10 GB of data a year free of charge. For depositing additional data there is a one off cost of € 4.50 per GB.
Researchers from the three technical universities (Delft, Eindhoven and Twente) can deposit up to 100 GB free of charge.
Read more about the costs on our website.

Please log in, using one of the three options below:

Institutional account (Dutch)

Select your organization

Sign in

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Welcome to the Data Upload Form!

By depositing your data to 4TU.ResearchData your data are:

- easily accessible to yourself and shareable with others (because it is open)
- findable and citable (because it has a Digital Object Identifier)
- available far into the future (because of sustainable formats)
- safe and secure (because the 4TU.ResearchData has the Data Seal of Approval).

Reserve a Digital Object Identifier (DOI)

Each dataset will be provided with a unique, persistent Digital Object Identifier (DOI) that can be linked to or cited in publications. When writing your publication, you can already **reserve a DOI** for the data that you want to link to and are planning to archive in 4TU.ResearchData.

Documentation and license agreement

You use the data upload form to describe the dataset and upload the content. Deposits should include all metadata and documentation necessary to independently read and interpret the data. Please read the deposit guidelines for more details and practical information. After completing the upload form you need to agree to the license agreement. This agreement authorises 4TU.ResearchData to preserve and to distribute the data collection under the terms and conditions specified.

Single vs large datasets

The data upload form is primarily meant for single scientific datasets. For the transfer of large datasets, series of data, collections or datasets in NetCDF format, you can make use of our FTP server, SURFdrive (only for Durch higher education institutions) or an external hard drive. Please contact 4TU.ResearchData staff for a custom-made upload.

If you need any help completing the Data Upload Form, contact 4TU.ResearchData staff at researchdata@4tu.nl or call at +31 (0)15 27 88600.

Next step

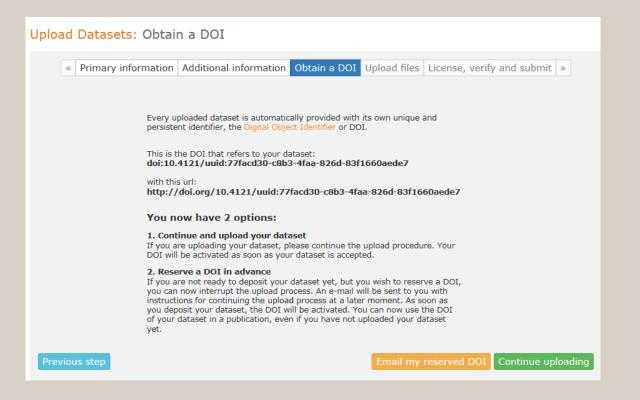Read the introductory information and choose 'Next step' to start the upload procedure

Complete the first sheet with the primary information of your dataset.
Once you have registered, your email address will be displayed.
-> Click 'Next step'

Complete the second sheet with additional information of the dataset.
If the dataset is related to any publication (journal article, published report, thesis etc.), please provide the hyperlink here.
-> Click 'Next step'

Upload Datasets: Obtain a DOI

« | Primary information | Additional information | **Obtain a DOI** | Upload files | License, verify and submit | »

Every uploaded dataset is automatically provided with its own unique and persistent identifier, the Digital Object Identifier or DOI.

This is the DOI that refers to your dataset:
doi:10.4121/uuid:77facd30-c8b3-4faa-826d-83f1660aede7

with this url:
http://doi.org/10.4121/uuid:77facd30-c8b3-4faa-826d-83f1660aede7

You now have 2 options:

1. Continue and upload your dataset
If you are uploading your dataset, please continue the upload procedure. Your DOI will be activated as soon as your dataset is accepted.

2. Reserve a DOI in advance
If you are not ready to deposit your dataset yet, but you wish to reserve a DOI, you can now interrupt the upload process. An e-mail will be sent to you with instructions for continuing the upload process at a later moment. As soon as you deposit your dataset, the DOI will be activated. You can now use the DOI of your dataset in a publication, even if you have not uploaded your dataset yet.

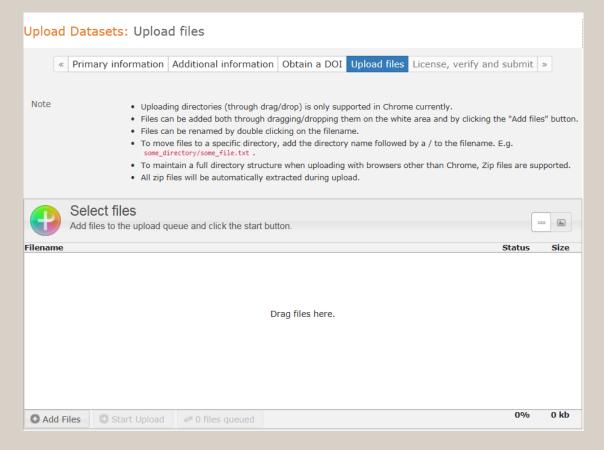Previous step | Email my reserved DOI | Continue uploading

In this step a DOI will be created for your dataset.
Select 'Continue uploading' if you want to continue uploading your dataset.
Select 'email my reserved DOI' if you want to create a DOI for your dataset in advance. You will receive an email with the DOI and instructions for continuing the data upload at a later moment.

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Add your data files and click 'Start upload'. The progress bar will turn green when the task is completed.
-> Click 'Next step'

Accept the terms of the license agreement and choose 'Submit' for uploading your dataset.

Thank you for uploading your dataset!

Your dataset is waiting to be reviewed.

Datasets will be reviewed before they are released for the public.

After the review you will receive an email.
After acceptance, your dataset will be available on the website.

The upload process is finished now, and the dataset will be reviewed before releasing for the public.

Immediately after uploading your dataset we will return the DOI.

You will receive a confirmation by email when your dataset is approved.

If your dataset is not approved, we will notify you as well.

This will take approximately 3 working days.

To summarize....

Steps for publishing your dataset:

① Login at 4TU.ResearchData https://data.4tu.nl   5'

(netID, OpenID…)

② Fill out form with descriptive information   20'

③ Attach your data file!   5'